CONSTITUTION OF WMSR RADIO STATION, MILLERSVILLE STATE COLLEGE, MILLERSVILLE, PA

PREAMBLE ---- We, the members of the Millersville State College Radio Station do unite to establish and maintain this station as a student organization and do adopt for its government this constitution. Our purpose in doing so is to provide a means of student training and experience in radio broadcasting, to serve the student interest, academically and socially, and to be an instrument of expression for faculty and student opinion.

ARTICLE I: NAME AND PURPOSE

Section 1 - The name of this organization shall be the Millersville State College Radio Station with the call letters WMSR.

Section 2 - The purpose of this organization shall be to operate a campus radio station for the entertainment and information of the students and faculty of Millersville State College, and to encourage in all ways an interest in and understanding of radio as an artistic and educational medium.

ARTICLE II: OFFICERS AND ELECTIONS

Section 1 - Every student of MSC who is not on academic and/or social probation as maintained by the standards of the College shall be eligible to be a staff member of the radio station.

Section 2 - Status of membership in any department may be suspended by resignation, violation of station policy or dismissal by respective department head or the Executive Council.

ARTICLE III: OFFICERS AND ELECTIONS

Section 1 - The elected officers of this organization shall be those appearing in the table of organization. All student officers shall have one vote. Only those students who have completed one academic semester are eligible to become officers. The Station Manager, Program Director, Chief Engineer, News and Sports Coordinator, and the Business Manager shall comprise the Executive Council. To be selected to the Executive Council, students must have completed at least two semesters with WMSR. The News Director, Sports Director, Music Director, Promotion Manager, Production Manager, Traffic Director, Sales Manager, Continuity Director, and Chief Announcer shall comprise Department Heads. The combination of the Executive Council and the Department Heads shall be called the STATION COUNCIL.

Section 2 - Advisors: Two faculty advisors shall make up the advisory staff of WMSR. One shall work with air programming, the other with the technical programming. Each advisor may resign and may suggest a qualified faculty member to take his place. No advisor shall have a vote in the Station Council meetings. The approval of the College President must be made before a faculty member can become an advisor.

Section 3 - The purpose of the Station Council shall be to administer the affairs of the radio station.

Section 4 - Duties and responsibilities of the job and office are to be defined in Article IV. Each officer is responsible for his job and his department's work and actions.

Section 5 - Should a member of the Station Council submit his resignation, an appropriate motion of acceptance shall be made. This motion shall require a concurrence of a simple majority of the Station Council for approval.

Section 6 - The procedure for removal of officers shall be dismissal by superiors in the line of the table of organization; any three members of the Station Council in concurrence may call for a vote of confidence in the Station Manager; appeal may be taken to the Executive Council requiring a majority of the Executive Council in concurrence with the dismissal.

Section 7 - Retiring officers will select their successor with such nominations requiring a simple majority of the Station Council in concurrence. Any person with required qualifications may run for office. Qualifications: Executive Council - must have served two consecutive semesters as a station member and be in good standing at the time office is assumed. Department Head - must have one semester in good standing at the time office is assumed. Executive Council members must have a 60% majority of the voting station members to assume office. Department Heads must have a simple majority of voting station members to assume office.

Section 8 - Election Procedures - An election sheet must be posted one month in advance of the station election and must be clearly posted and marked as such. Station elections will be held between March 1 and 10. Preceding the election, the Station Manager will call an open meeting to provide a forum for those running for office to state their views for the coming year. Questions may be asked by all those station members present. There will be no advertising or promotion allowed for any candidate. All elected positions shall be determined through an election by all voting station members. In case of no clear majority or a tie, a run-off election will be held. Officers take office on the last day of the spring semester.

Section 9 - Special Elections - In the event a department head or Executive Council position is vacated for any reason, the Station Council in an open meeting will appoint a person to fill this position until the next scheduled election. Those appointed shall assume the full rights and responsibilities of the respective positions. If there is more than one person interested in the position vacancy, a station election must be held following the procedures set forth in Sections 7 and 8.

ARTICLE IV: JOB DESCRIPTIONS

Station Manager - The Station Manager is the primary link between the advisors and the administration and the station staff. He/she is responsible to see that station policy is carried out and has direct supervision over the entire station operation. He/she presides over the Executive Council and Station Council meetings. At Station Council meetings, he has no vote except in a tie. He/she appoints personnel to fill various staff positions in accordance with this constitution and provides for good will and public relations of the station as official representative. He/she shall perform any and all duties necessary for the efficient operation of the station.

Program Director - The primary responsibility of the Program Director is to create a schedule of programs which is consistent with the programming philosophy of WMSR as outlined in the Preamble of this constitution. He/she should strive continually to improve programming by investigating program sources and making frequent air checks. He/she must work very closely in coordinating the efforts of his immediate staff as outlined in the table of organization. The Program Director should be quite familiar with the duties of the staff in order to best coordinate his staff operations. He must appoint a Chief Record Librarian. The Chief Record Librarian is a non-department head in charge of the up-keep of the record library. He/she is responsible for maintenance and cataloging and is expected to provide for security within the library. The CRL works closely with the Music Director to see that the wishes of the Program Director are carried out.

News and Sports Coordinator - This person shall direct the efforts of the news and sports staffs by working with the News and Sports department heads.

Chief Engineer - This person shall be responsible for the technical efficiency of the station and the maintenance and repair of all technical equipment. He/she is directly responsible to the Station Manager. He/she shall also make routine checks of equipment, record and file any malfunction reports with the Station Manager and the Technical Advisor, check the operating log to see that FCC regulations are followed, maintain an up-to-date list of technical equipment, set up a program of routine preventive maintenance, instruct others in the proper use of the equipment, and suggest improvements in equipment operation or new equipment.

Business Manager - This person shall supervise all business, clerical, and sales operations. He/she must work closely in coordinating his immediate staff as outlined in the Table of Organization. This person shall also prepare all financial records for the station, authorize all vouchers signed by the Station Manager, advise the station of financial matters, make up a budget with the cooperation of the Station Manager and with the approval of the Station Council.

Chief Announcer - This person should be experienced in the operation of WMSR as well as proper broadcasting. He/she shall audition prospective announcers, hold training sessions for announcers and advise them about announcing techniques, and conducting training sessions for operation of the studio control boards.

Traffic Director - He/she is responsible for maintaining the continuity books for each broadcast day and for preparations for the filing of the daily program logs. This person is also charged with keeping a public service file.

Continuity Director - The Continuity Director is responsible for preparing promotional announcements for each program or a program series. He/she is required to write all commercial copy under the direction of the Sales Manager. Everything prepared by the Continuity Director must be given to the Traffic Director for proper placement in the operational continuity book.

Sports Director - He/she shall coordinate his staff to present local and national sports programming, with particular emphasis being given to campus events. He/she is also responsible for coordinating all play-by-play broadcasting and should contact all colleges concerned to obtain information about games.

News Director - He/she shall coordinate the staff to provide complete coverage of local and national news, with special emphasis on campus events. He/she may assign persons to review such activities but their review must be identified as personal and cannot be that of the station.

Music Director - He/she is responsible for the selection of songs to provide a variety of music. He/she chooses those songs which are purchased in accordance with the musical philosophy of WMSR and by the direction of the Program Director. This person must also prepare a weekly song play-list and survey while working closely with the CRL and staff.

Production Manager - He/she must maintain the production studio and is in charge of preparing all public service announcements, station Ids and all other tapes necessary for airing and act as a guide in helping others do production work. All work of the Production Manager must be approved by the Program Director before airing. He/she may appoint a production staff if deemed necessary.

Promotion Manager - He/she shall promote WMSR so that the audience shall grow. He/she must work with the Program Director and the Station Manager in coordinating any contests which have the Program Director's approval.

Sales Manager - He/she shall go out to local businesses to get air time for commercial announcements and must work with the Business Manager and Traffic Director to see that these commercial announcements are being handled properly.

ARTICLE V: MEETINGS

Section 1 - Attendance at meetings is compulsory. Failure to comply with the above will result in dismissal at the discretion of the Executive Council or Department Head, under whose jurisdiction you fall.

Section 2 - Special meetings may be called by any member of the Station Council with the approval of the Station Manager.

Section 3 - All station business shall be decided at a meeting at which a quorum is present.

Section 4 - A quorum shall consist of 50% plus 1 of the Station Council.

ARTICLE VI: AMENDMENT PROCEDURE

Section 1 - No major change in the general outlay of the station operation and broadcasting operation system may be made without the approval of the Station Council. Failure to do so will result in an automatic suspension from WMSR.

Section 2 - This constitution may be amended by a 2/3 vote of the Station Council, subject to the approval of the Student Senate.

ARTICLE VII: RATIFICATION

The affirmative vote of 3/4 of the Station Council shall be sufficient for the ratification and adoption by the Student Senate. Upon ratification, all previous constitution shall become void.

ARTICLE VIII: BY-LAWS

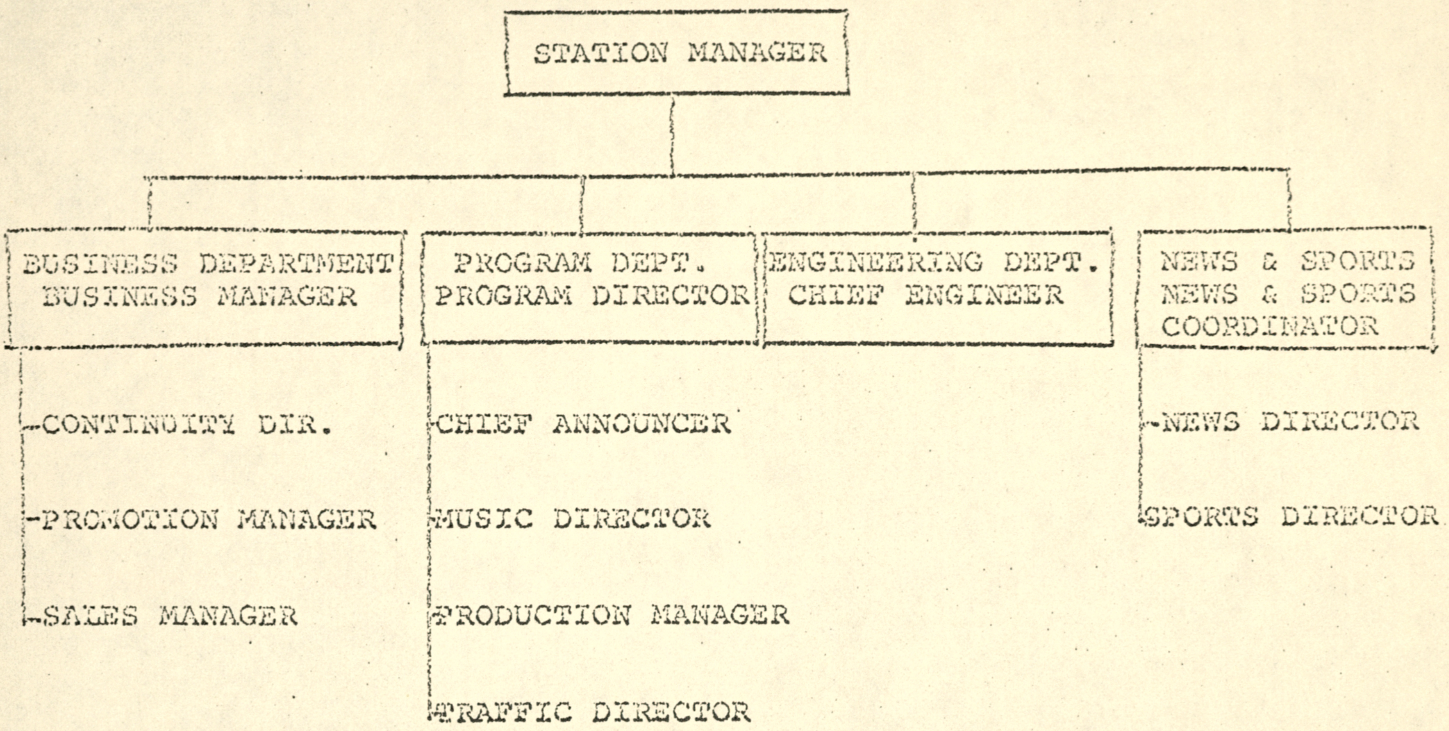
Section 1 - Purpose

WMSR shall enact such laws as are necessary to carry out the purpose of this constitution and the policies developed in accordance with this constitution and its amendments.

Section 2 - Procedure

By-laws must be presented by a member of the Station Council at a regularly scheduled meeting at which a quorum is present. Affirmative vote of 3/4 of the members of the Station Council present is required for the adoption of these laws.

THE WMSR ORGANIZATIONAL STRUCTURE


STATION MANAGER
BUSINESS DEPARTMENT
BUSINESS MANAGER
PROGRAM DEPT.
PROGRAM DIRECTOR
ENGINEERING DEPT.
CHIEF ENGINEER
NEWS & SPORTS
NEWS & SPORTS COORDINATOR
CONTINUITY DIR.
PROMOTION MANAGER
SALES MANAGER
CHIEF ANNOUNCER
MUSIC DIRECTOR
PRODUCTION MANAGER
TRAFFIC DIRECTOR
NEWS DIRECTOR
SPORTS DIRECTOR